Assign or Unassign a Static Group

Important Information

- The Shared Services Center (SSC) and the Michigan Medicine Payroll Office can assign them to units or change them back to an “unassigned” state. Units use Static Groups to organize employees for time reporting and/or review purposes within the Time and Labor module of M-Pathways.

- Thousands of Static Group ID numbers exist in the M-Pathways Human Resource Management System (HRMS). The existing Static Groups may be categorized as follows:
  - Many Static Groups are already assigned to units and actively maintained. The groups contain actual employees, and they should also have a unit-specific name in the Description field.
  - Some Static Groups have not been assigned yet. Those numbers can be identified as having Unique Name in the Description field and the single individual in the group is a fake person named HD3 XXXTESTSTUDENT.
  - Some Static Groups have been “given up” by timekeepers who didn’t need them. In those cases, a unit’s employees were removed from the group, the description updated to Unique Name, and an ITS staff person (Melissa Kokenakes) was added and saved as the single group member. These groups may be reassigned to units.

- When a unit receives a Static Group, the unit may choose to maintain the group’s Description and add or remove employees as needed. The unit may also request that the SSC assist in maintaining the group.

- This procedure details how to:
  - assign a Static Group to a unit
  - add or remove employees from a Static Group
  - unassign a Static Group from a unit


Find an Existing Value Page

Search for Unassigned Static Groups

1. Type Unique Name in the Description field.

2. Click Search.

3. Select the first Static Group in the Search Results.

Note: The search results indicate how many Static Groups have a Description of Unique Name. When more are needed, contact the ITS Service Center (its.umich.edu/help) and submit a request to the ITS Time & Labor team. They run a batch process to create multiple static groups at once.
Assign or Unassign a Static Group
Step-By-Step Procedure

Current Group Members Page

Identify an Unassigned Static Group

4. Click the Current Group Members tab.
5. Review the member(s) of the group:
   - If the only employee in the group is HD3 XXXXTESTSTUDENT or Melissa Kokenakes, the group is currently unassigned.
   - If the group has a different member or members, it is assigned to a unit although the description was not updated.
6. If the group is already assigned, click Next in List and repeat steps 4-5 until you identify an unassigned group.
7. When you identify an unassigned group, click the Selection Criteria tab.

Selection Criteria Page

Add an Employee ID to the New Static Group

8. Type a unit-specific description for the Static Group in the Description field.
   Note: The Short Description field defaults to the first ten characters of the description when the group is saved.
9. Select JOB from the drop-down list in the Record field.
10. TypeEMPLID in the Field Name field or click Lookup to select it from a list.
11. Select = from the drop-down list in the Operator field.
12. Type the EmplID of the employee you want added to the static group in the Value field.
13. Click Add Row to add a second row.
Specify Employee Record Number

14. Verify **AND** displays in the **WHERE** field or select it from the drop-down list.

15. Select **JOB** from the drop-down list in the **Record** field.

16. Type **EMPL_RCD** in the **Field Name** field or click Lookup to select it from a list.

17. Verify **=** displays in the **Operator** field or select it from the drop-down list.

18. Type the appropriate employee record number (EMPL_RCD) associated with the employee’s job in the **Value** field.

19. Click **Add to Group** in the Where Clause SQL box.

**Note:** Do not click the **Add to Group** button above the Select Parameters box.

20. Repeat steps 8-18 for each additional employee to be added to the group.

Review the Static Group Member(s)

21. Click the **Current Group Members** tab.

22. To remove the non-unit “employee,” select the **Delete Row** checkbox next to the row and click **Remove**.

23. Verify the correct employee or employees were added to the list.

24. Click **Save**.

25. After the correct description and members of the Static Group are saved, notify the unit of the Static Group number.
### Security by Group Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
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#### Search Criteria

- **Group ID:** begins with **12245**
- **Description:** begins with

**Case Sensitive**

Limit the number of results to (up to 300) **300**

26. Type the Static Group number in the **Group ID** field.

27. Click **Search**.

### Current Group Members Page

28. Click the **Current Group Members** tab.

29. Review the group’s description and members to verify you opened the correct Static Group.

30. Click **Remove All**.

31. Click the **Selection Criteria** tab.

**Note:** Before saving, you need to update the group’s description and add a fake person.

### Selection Criteria Page

32. Overwrite the names in the **Description** and **Short Description** fields with **Unique Name** and **UniqueName**.

33. Type **51998** in the **Group 1** field.

34. Select **Plus** from the drop-down list in the **Operator** field.

35. Type **51999** in the **Group 2** field.

36. Click **Add to Group** in the **Group Parameters** section to add the fake person to the group.

37. Click the **Current Group Members** tab.
38. Verify **HD3 XXXXTESTSTUDENT** displays in the **Name** field.

39. Click **Save** to update the Static Group to “unassigned.”